

RESCUE SQUAD OFFICER

August 29, 2003

a. Position Description

The Rescue Squad Officer is responsible for supervising one or more of the rescue squads of the Task Force. The Rescue Squad Officer reports directly to the Rescue Team Manager.

The Rescue Squad Officer is responsible for:

- Directly supervising a squad of Rescue Specialists;
- Adhering to all safety procedures;
- Implementing the rescue component of the Task Force Tactical Plan;
- Determining rescue organizational and logistics needs of the rescue squad or working site;
- Providing situation reports and maintaining records and reports;
- Preparing performance evaluations (FEMA Form 90-106) for assigned personnel;
- Providing accountability, maintenance, and minor repairs for all issued equipment;
- Performing additional tasks or duties as assigned during a mission; and
- Evaluating and modifying rescue tactics at the assigned work site.

b. Position Requirements and Criteria:

Individuals who meet the following requirements and criteria will be eligible to become Rescue Squad Officers in the DHS/FEMA US&R Response System. The intent of these requirements is to select functional officers capable of effectively managing and supervising the rescue squad personnel in the urban disaster environment. The requirements and criteria for the position are identified in the following categories:

- Knowledge
- Skills
- Abilities.

Knowledge:

The Rescue Squad Officer:

- Must possess all the certifications and requirements of a Rescue Specialist;
- Should be certified as a Fire Officer 1 or equivalent;
- Should have knowledge of available technology used to support US&R missions and objectives; and

- Must have experience and training in the disciplines outlined in NFPA 1670.

Skills:

The Rescue Squad Officer must:

- Be capable of supervising and directing Rescue Specialists in specific rescue operations;
- Be proficient in identifying incident stress;
- Be proficient in the use of all the rescue equipment possessed by the Task Force; and
- Possess strong interpersonal communications skills.

Abilities:

The Rescue Squad Officer must:

- Be able to manage rescue squad personnel, specialized equipment, and local support resources; and
- Be able to effectively communicate orally and in writing.

c. Operational Checklist

The purpose of this checklist is to define the duties and responsibilities of the Rescue Squad Officer during a mission assignment. The list is intended to be a general summary of actions. It should be understood that:

- Some required actions may not be listed, but must be identified and assumed by this position;
- Some actions may be the primary responsibility of another Task Force position, but may require assistance and coordination from this position; and
- The actions are listed in a general chronological order, but may require deviation.

(1) Upon Activation/At Task Force Assembly Point:

- Establish contact with assigned personnel and provide initial information;
- Meet with assigned personnel to determine if they are personally prepared, self-sufficient, and adequately equipped to safely perform their assignment and relay the information back to the Rescue Team Manager;
- Coordinate activities of the assigned rescue squad during activation and mobilization; and

- Maintain the organizational structure integrity of the Rescue Squad throughout all phases of the mission to include continual accountability of the assigned rescue squad personnel.

(2) At Point of Departure:

- Ensure that assigned personnel are adequately briefed on and understand the following:
 - ◊ Individual and team performance expectations;
 - ◊ Team problem-solving processes; and
 - ◊ Methods for establishing and changing Task Force priorities.

(3) In Transit:

- Discuss and coordinate anticipated logistical requirements with the Rescue Team Manager.

(4) Arrival at Mobilization Center:

- Determine the availability of resources for identified logistical requirements in conjunction with the Rescue Team Manager and Logistics Specialist; and
- Supervise assigned personnel.

(5) On-Site Operations:

- Implement the rescue component of the Task Force Tactical Plan;
- Ensure that proper safety practices and procedures are understood and monitor for compliance;
- Evaluate the capacity of assigned resources to complete the assignment and order additional resources if needed;
- Ensure the integration of medical personnel in ongoing rescue operations for medical intervention and stabilization of victims prior to extrication;
- Make periodic progress reports to the Rescue Team Manager of accomplishments or conflicts; and
- Submit all daily records and reports to the Planning Team Manager.

(6) Reassignment/Demobilization:

- Assess the rescue squad for reassignment and advise the Rescue Team Manager; and
- Notify the assigned supervisor of the loss or potential maintenance requirements.